**Melrose Primary School Parent Council**

**MINUTES OF THE PARENT COUNCIL MEETING**

**Held on Wednesday 14th March 2018 7pm**

**Present:**

Sam Whiting (Chair); Giles Etherington (Vice-Chair); Kerry Wright (Treasurer); Gilly Innes (Head Teacher); Jamie Wallace; Emma Nixey (Secretary); Lori Thomson (Fundraiser); Claire Mclean; Thomas Presslie; Alison Moore; Kerry Neate; Amanda Robinson; Jamie Whiting; Sophie Comins; Jemlma Billam.

1. **Chair’s Welcome**

The Chair welcomed everyone to the meeting.

1. **Apologies**

Apologies were received from: Simon Mollart, Chhaya Patel, Pauline Douglas and Ailsa Sullivan.

1. **Approval of minutes of previous meeting**

The minutes were approved.

**9 - School Fair discussion -**

LT discussed that the fair would have a World Cup theme. Discussed the idea to run a Cake Competition – with themed cakes linked to countries of the World Cup. Discussed that use of Big Space would be £500 for an event.

1. **P7 Pupil presentation –**

P7 ‘s request for funding for PE equipment to support the interclub Mini Olympics Competition between the various primary schools in the Borders. After a detailed presentation of various equipment to support the events and to be used within PE department, £1000 was approved as a budget to cover some of the outlined requirements.

1. **Matters arising**

P7 Road Safety Banner – to run a competition at a Friday Fix to design this.

NQT Update to be carried forward to next meeting.

1. **Updates from Chair, Head Teacher, Treasurer**

**Chair:**

The next Chairs meeting will be the following week and there will be updates from the Chair at the next meeting.

**Head:**

GI updated the meeting.

GI discussed that we have a new Janitor, Tom Mann, from Galashiels, who has been willing to help with fairs etc.

GI discussed that the snow days were used to good effect, specifically for Pupil learner reports, teachers focused on reporting, GI gave reassurance of good use of time.

P7 – as part of improved transition P7 students recently spent a day at the high school which received good feedback and that improving transition was effective.

P7 – Rotary quiz – engaging well with Cluster children.

GI discussed that the school has been sharing good practice with Falkirk and this has been well received with positive feedback in particular good practice with early years teaching and learning.

GI also discussed that the School budget is still not very healthy, and that there will be more information given at the next meeting.

GI and JW discussed the Development Plan for the school and the need for more self evaluation for next years plan and the need to include children and parents in this. GI and JW discussed that they were keen to get ideas for a meaningful discussion. In order to get input for the plan for the school, to review creative ideas on how to engage with the school community and how to ensure it can be as representative as possible. In order to have a shared understanding representative of the parent body.

*Action – to discuss the Development plan for the school at the next meeting*

Teachers used the recent in service day to review students PLP’s.

GI discussed looking at more independent learning for P7 and the older years. Helping children gain skills, problem solving etc. Allowing children to develop skills such as time management and self reliance. Also allowing time for teachers to focus on individual and small group learning and teaching.

GI also discussed Prevent training and to raise the awareness of radicalization and the key factors to look out for and be aware of.

**Treasurer:**

Started year with £10,297.41

Income received so far is SBC Grant of £345.00 and Xmas School Fair profits of £1,250.31 - giving a total of £11,892.72.

£5,934.33 paid out so far:-

£1,500.00 for school trips

£495 for the school App

£643.33 for school camera's

£1,120.00 for new signage in school reception area

£20.00 for Gambling Licence (i.e Raffle)

Still to pay out (awaiting invoices):-

£486.00 for 30 x Bibs and Braces for Nursery

£1,670,00 for new projectors in P7

£180 for 2 Trug packs (agreed at January mtg)

circa £1,700 for ICT equipment (agreed at January mtg)

circa £1,000 for mini olympics sports equipment (agreed at this mtg)

£60.00 Netball Coach qualification fees (agreed at this mtg)

This will leave us circa £3,018.00

No further income expected until the School Summer Fair.

1. **PD – Netball coach funding request**

£60 agreed to support this cost (this is now being covered by SBC)

1. **PC Constitution review**

This was reviewed and Alison Moore will write the updated Constitution discussed.

*Action- Chair to email EGM- Extraordinary General Meeting to agree the new Constitution.*

Also discussed was the need to improve communication with parents to understand the benefits of the Parent Council. Ideas for PR communication were discussed including recent purchases for ICT and the new signage and cameras purchased for the school.

*Action - GI to discuss the benefits to the school for the contributions from the PC.*

 *P7 are to make a video and JW will organize.*

1. **School Fair –** discussed earlier in the meeting.
2. **AOB**

**Lollipop man funding –**

Discussed some rumours/conversations around PC possibly having to fund this

*Action - Decision that the Parent Council needs to write a letter – to oppose any suggestion that the PC should fund this.*

**AOB-**

This will now be at the start of each meeting to agree the length of the meeting.

AM – Complaint re toothbrush cleaning whilst wearing coats and marker pens on jumpers and paint used that’s not water based – issues for parents as uniform continually getting marks.

*Action – GI will encourage more careful use. – Also training the pupils to be more responsible*.

- **Dates of next meetings**

Wednesday 2nd May for the following PC meeting.

Summer Fair date agreed – 31st May.